U.S. Department
of Transportation

Office of Airport Planning and Programming

**Federal Aviation
Administration**

GUIDELINES FOR REPORTING ALL-CARGO DATA

I. DEADLINES

- All-cargo data may be submitted quarterly or annually. If submitting quarterly, *only submit data for that quarter.*

- If a change to a previous quarter is submitted, please state the change in a letter and/or re-send that quarter's report clearly marking the change.

- Calendar year 2001 all-cargo data <u>must</u> be received no later than **March 14, 2003**.

- All-cargo information is available online at: http://www.faa.gov/arp/planning/stats/

- Please note the change in address for submission. Data should be submitted to:

    **Titan Secure Solutions
    Attention: ACAIS
    1900 Campus Commons Drive
    Suite 400
    Reston, VA 20191-1535**

II. REPORTING REQUIREMENTS

- An airport may report all-cargo data using either the FAA Form 5100-108, All-Cargo Carrier Activity Report, or electronically using the format specified in Section IV of this document.
    - If reporting data using the FAA Form 5100-108, All-Cargo Carrier Activity Report, please send <u>one</u> form per carrier, per month.
    - Do not send duplicate or conflicting data. If a change needs to be made to previous reports sent, clearly mark the form and the correction as a 'Revision' and/or state the correction in a letter.

- If a cargo carrier has developed and is using a form nationwide (such as Federal Express or Emery Worldwide) then the carrier's form may be substituted for the FAA Form 5100-108. The form must be signed by the authorized airport representative.

- Organize the data by carrier, and within the carrier by month. If a carrier has zero landings do not include in report.

- Each line or row of data submitted <u>must</u> include the information listed below:

LOCID	Location Identifier of the Airport reporting all-cargo data. Refer to Enclosure 4.
CARCD	Carrier code of the carrier performing all-cargo landings. Refer to Enclosure 3.
CARRIER_NAME	The full name of the carrier performing all-cargo landings. Refer to Enclosure 3.
AC_MODEL	Aircraft Model name (i.e. B-747-200A). Refer to Enclosure 2.
AC_ID	Aircraft identifier code. Refer to Enclosure 2.
AC_LANDED_WEIGHT	Official certified maximum gross landed weight of the aircraft. Refer to Enclosure 2.
YEAR	Calendar Year of the all-cargo landing.
MONTH	Calendar Month of the all-cargo landing.
LANDINGS	Number of Landings for the reporting month/year performed on that aircraft by the specified carrier at the specified airport.

- Consolidate like aircraft types that landed in the same month and report them as one line record.

- If reporting information for more than one airport, please provide separate reports/files for each airport.

- The listing of *Aircraft Landed Weight by Manufacturer and Model* (Enclosure 2) should be used when compiling all-cargo data. This list has been developed for reporting all-cargo data to the FAA and should not be construed as a comprehensive or official aircraft list. Aircraft in operation that are not shown on the listing should be verified with the National Planning Division at (202) 267-8739.
  - ➢ If the aircraft Manufacturer and Model matches the one provided on this list, but the 'Aircraft Landed Weight' differs by a number equal to or less than 10 percent, then report it as stated on the list. However, if the difference is greater than 10% <u>and</u> the aircraft landed frequently, please verify with the National Planning Division.

- The listing of *Cargo Carriers* (Enclosure 3) should be used when compiling all-cargo data. Other air carriers such as scheduled airlines, commuter, or air taxi operators *should NOT be included unless they operate aircraft dedicated to the transportation of cargo only*. Foreign air carriers who meet all of the cargo criteria provided herein are also eligible for inclusion. Air carriers that are providing all cargo service but are not shown on the listing may be verified with the National Planning Division at (202) 267-8739.

- Each copy of the FAA Form or substitute form submitted must bear a 'Signature and Date' of the designated airport official authorized to certify and attest to the validity and accuracy of the reported information.
  - ➢ If the data are sent electronically, by e-mail or on a diskette, they <u>must</u> be accompanied by a letter or e-mail certifying that the data as reported are true and accurate (see Section IV).

III. DEFINITIONS

- Aircraft Landed Weight - The weight of an aircraft providing scheduled and nonscheduled service of only property (including mail) in intrastate, interstate, and foreign air transportation. For cargo service apportionment purposes, the aircraft landed weight is the certificated maximum gross landed weight of the aircraft type as specified by the aircraft manufacturer.

- All-Cargo Aircraft - Any aircraft specially designed, manufactured, and/or modified to be used solely for transportation of property (i.e., cargo, mail, and/or freight). Aircraft operations of revenue passengers and cargo are excluded from the all-cargo category. Aircraft with permanently installed passenger facilities (such as seats, overhead bins, interior decor, etc.) for scheduled and nonscheduled passenger flights are also excluded from the cargo category.

- ASCII Text File - A data file that contains the standard ASCII character set (no formatting characters or software specific characters) and can be directly read or printed without utilizing a software tool (such as dBase or Lotus 1-2-3, Excel, etc.) to convert the data to readable format (see Section IV).

- Cargo Service Airport - An airport that is served by all-cargo aircraft in scheduled and nonscheduled service providing air transportation of only property, including mail, with an aggregate landed weight in excess of 100 million pounds.

- FAA Form 1800-31 (All-Cargo Carrier Activity Report) - Form used to report all-cargo data to the FAA to distribute federal Airport Improvement Program cargo entitlement funds.

- Number of Revenue Landings - Landings performed by the cargo carrier in revenue producing or commercial operations only. It excludes landings in all non-revenue, training, or practice flights.

IV. ELECTRONIC REPORTING FORMAT

- If submitting data electronically please use one of the formats specified in this section.

- In lieu of FAA Form 5100-108 or an approved carrier cargo form, an airport may report cargo data electronically. Data reported must be approved by an authorized airport representative:
  1. A diskette must be accompanied by a cover letter certifying that the data as reported are true and accurate. An authorized airport representative must sign the letter and include his/her name, address, telephone number, and e-mail address.
  2. An e-mail must be sent by an authorized airport representative stating that the data as reported are true and accurate. The e-mail must include the representative's name, address, and telephone number.

- The file should be labeled with the airport location identifier, the quarter, calendar year of the reporting period and the format of the file enclosed.

- If a diskette is mailed please make sure to package it appropriately in order to avoid damage to the data.

- The electronic submission may be an ASCII Text (.txt), Comma Separated Value (.csv), or Excel (.xls) file. MS Excel is the preferred format.

- If using a database or spreadsheet application (other than Excel), use the application's 'Save As' or 'Export' capability to create either a '.txt' or '.csv' file. When saving/exporting a file, select either the *'Delimited'* or *'Fixed Width'* button, depending on your preference. However, when submitting the information please specify the method used.
  1. Saving/Exporting a file as Delimited is a simpler process. Click the *'Delimited'* button and select either *'comma'* or *'tab'* delimiters to separate fields.
  2. To save/export a file as Fixed click on the *'Fixed Width'* button. Then, press *'Next'* and define the width of each column by using the chart below:

Field Name	Size	Column Position	
		Start	**End**
LOCID	5 characters long	1	5
CARCD	4 characters long	6	9
CARRIER_NAME	20 characters long	10	29
AC_MODEL	11 characters long	30	40
AC_ID	3 characters long	41	43
AC_LANDED_WEIGHT	6 characters long	44	49
YEAR	4 characters long	50	53
MONTH	2 characters long	54	55
LANDINGS	4 characters long	56	59

- The format required for submission is as follows:
  - Sample ASCII Text (.txt) File

```
XYZ  AA  AMERICAN AIRLINES   B-727-200A 371154500200010   3
XYZ  AA  AMERICAN AIRLINES   MD-88      360130000200010 362
XYZ  CO  CONTINENTAL AIRLINESB-727-200A 371154500200011  13
XYZ  CO  CONTINENTAL AIRLINESB-737-300  3391140002000 9 178
XYZ  CO  CONTINENTAL AIRLINESB-737-100  173 990002000 5   3
XYZ  CO  CONTINENTAL AIRLINESDC-9-31A   150 990002000 5   2
XYZ  CO  CONTINENTAL AIRLINESB-737-100  173 990002000 5   1
XYZ  CO  CONTINENTAL AIRLINESB-727-200A 3711545002000 6  55
XYZ  CO  CONTINENTAL AIRLINESB727 100/203951500002000 6  36
XYZ  CO  CONTINENTAL AIRLINESDC-9-80    2141300002000 6  67
XYZ  CO  CONTINENTAL AIRLINESDC-9-80    2141300002000 2  44
XYZ  CO  CONTINENTAL AIRLINESB727 100/203951500002000 2   5
```

➢ Sample Excel (.xls) or Comma Separated Value (.csv) File

LOCID	CARCD	CARRIER NAME	AC–MODEL	AC_ID	AC–LANDED-WEIGHT	YEAR	MONTH	# LANDINGS
XYZ	GB	ABX AIR (AIRBORNE EXPRESS)	DC-8-61	361	240000	2000	1	27
XYZ	GB	ABX AIR (AIRBORNE EXPRESS)	DC-8-61	361	240000	2000	2	26
XYZ	AMF	AMERIFLIGHT	LR-35A	377	15300	2000	1	68
XYZ	AMF	AMERIFLIGHT	LR-35A	377	15300	2000	2	66
XYZ	AMF	AMERIFLIGHT	LR-35A	377	15300	2000	3	73
XYZ	DHL	DHL AIRWAYS	B-727-200A	371	154500	2000	2	2
XYZ	DHL	DHL AIRWAYS	B-727-200A	371	154500	2000	3	7
XYZ	DHL	DHL AIRWAYS	B-727-200A	371	154500	2000	4	1
XYZ	DHL	DHL AIRWAYS	B-727-200A	371	154500	2000	7	1
XYZ	DHL	DHL AIRWAYS	B-727-200	436	160000	2000	1	42
XYZ	DHL	DHL AIRWAYS	B-727-200	436	160000	2000	2	35

V. COMMON REPORTING PROBLEMS TO AVOID

• Including data from previous quarter (i.e., when reporting 2nd quarter data an airport lumps the 1st quarter data into the 2nd quarters numbers).

• More than 1 file for a quarter is submitted without indicating which file is the final and official submission.

• A revised version for a previous quarter is submitted without indicating which numbers have been modified.

• Different landed weight than shown on standard list.   Aircraft identification determines weight.

• Diskette is blank or damaged.

• Format is not usable (i.e., unknown source/format, format specific to location requirements, templates).

• Missing or incorrect Air Carrier Identification information.

• Missing or incorrect Aircraft Identification information.

• Carriers reported are passenger and not cargo carriers.

• Sending data that are not relevant or consolidated in the format specified.

• Sending electronic information for two airports in one file.